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Class Specifications
for the Class:

ELECTION LOGISTICS SUPERVISOR

Duties Summary:

Plans and directs activities relative to physical arrangements, equipment and supplies necessary for the conduct of State elections; directs the procurement, storage, inventory and maintenance of election supplies and equipment; provides technical assistance to the State Reapportionment Commission; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for planning, evaluating, supervising and making arrangements for the provision of physical and supply support for the conduct of State elections. Work includes (a) determining the number and location of polling sites needed, inspecting and arranging for the use of facilities as polling places, ensuring adequate utilities, security, communications and related requirements; (b) supervising the maintenance and repair, on a year-round basis, of an inventory of election supplies and equipment, planning for and ordering additional supplies and equipment for each county and seeing to their delivery and set up on a timely basis; (c) recruiting, training and directing activities of ballot packers and statewide ballot delivery and collection personnel and maintaining security and control over ballots; (d) for Oahu, directing the delivery and set-up of elections supplies and equipment, their subsequent collection, segregation and storage; (e) writing and maintaining accurate descriptions of precinct and district boundaries, developing maps reflecting the same and providing other support to Reapportionment Commissions; and (f) supervising the hiring of temporary staff to set up, close down and secure polling places and equipment for all islands.

The position in this class supervises a clerical assistant and a warehouse worker in non-election years and, additionally, a variety of temporary ballot packing, delivery and pick up personnel and warehouse and other workers through subordinate crew leaders on election years. The position, in addition to arranging for polling places on a statewide basis, is also responsible for arranging the temporary hire and training of

custodial staff to open, set up and close down the polling places and return equipment and supplies to designated collection points throughout the State. The position is also responsible for arranging for the physical security of all elections personnel at the counting, data processing and related centers on election nights.

The position in this class works under the general supervision of the State Director of Elections. Personal contacts are maintained with a variety of representatives of facilities in which polling places are established, county election officials for the coordination of efforts and exchange of information, representatives of other State departments for the procurement of supplies, equipment and transportation and of unions for the determination of appropriate pay for temporary staff as required.

Examples of Duties:

Develops schedules and timetables for the sequential, coordinated and orderly completion of all necessary work activities in preparation for elections and sees that activities are carried out in adherence to same; oversees the continual segregation, inventory, storage, maintenance and repair of elections equipment and supplies; inspects previously used and new polling places throughout the State to determine their adequacy, health and safety conditions, arranges for telephone hookup and use of places; determines anticipated voter turnout and computes need for new polling places, additional supplies/equipment and other needs and supervises the requisitioning of same; sees to the recruitment, hiring, instruction and training of persons designated to provide custodial services to polling places and to assist in warehousing, packing and delivery of supplies and equipment on Oahu and packing, delivery and collection of ballots statewide; meets with the appropriate union representative to determine reasonable pay for those temporary workers covered by union representation; maintains controls and security over ballots; supervises the collection of ballots on election day and their delivery to counting centers; arranges for supply collection centers on Oahu and sees to the collection and securing of equipment after each election; after the election, reviews and analyzes election critique sheets, operations and problems and develops improved procedures and operations; identifies, recommends and discusses the need for changes in policies, laws,

rules and regulations regarding elections logistics with the Director of Elections; keeps abreast of new equipment and election logistics/ supply techniques and determines their applicability to conditions in Hawaii; attends State and national conferences regarding election logistics; reviews final counts of voter turnout by precincts, identifies voter increases and determines the need for changes in precinct boundaries; redraws precinct boundaries appropriately and sees to their publication; recommends the hire of special services by contract, writes specifications, recommends awarding of bids and sees to payments; sees to the payment of temporary staff; prepares reports and correspondence; develops a variety of training manuals for the various temporary crews; reviews and evaluates the work of subordinates and gives guidance; evaluates work activities and plans for improvements; projects expenses and makes recommendations for incorporation into the program budget; during Reapportionment years, develops a variety of proposals for reapportionment based on a variety of geographic, population and other criteria; as directed by the Commission, draws new district boundaries consistent with population criteria; and incorporates changes in district and precinct boundary maps and prepares written descriptions of boundaries.

Knowledge and Abilities Required:

Knowledge of: Procurement, storage and maintenance of supplies and equipment; inventory methods; principles and practices of supervision; methods of planning for and executing multiple task projects.

Ability to: Plan for, develop and oversee the implementation of a detailed, sequential time plan for the execution of necessary purchasing, movement, training and other activities relative to material and personnel for physical and supply support for a major project; plan, evaluate and direct the work of others; plan and direct physical and supply requirements for the State program; anticipate problems and prepare for alternative courses of action; coordinate multiple activities on-going at the time; read, understand, interpret and apply laws, rules and regulations; make decisions to resolve operational problems; learn and apply policies, procedures, requirements both practical and legal relating to supply logistics for the State election program; evaluate operations and develop alternatives for improvements; speak before small groups; direct activities

through others; plan and supervise storekeeping and warehousing operations.

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This is the first specification for the new class ELECTION LOGISTICS SUPERVISOR.

Effective date: June 9, 1977

DATE APPROVED: 1/14/83

/s/ Donald Botelho
DONALD BOTELHO
Director of Personnel Services